

PF22:

Journal Vouchers

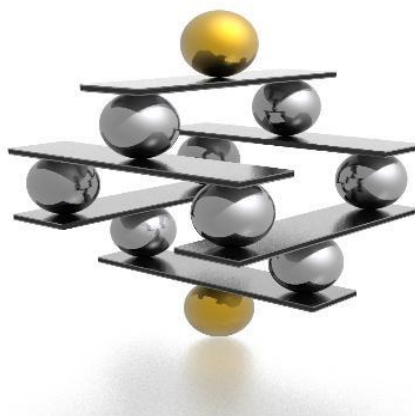


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DISCLAIMER

Every effort and care has been taken in the preparation of this manual. However, the possibility of mechanical and/or human error does exist. The information provided is intended for employees of the Kentucky Department of Revenue and for educational purposes only. Nothing herein constitutes the provision of legal advice or services. All information and procedures are current at the time of writing and are subject to change without notice.

INTRODUCTION

In accounting or the business world, a **journal voucher (JV)** is a written statement authorizing a financial transaction. In its most basic form, a journal voucher is used to authorize and track the movement of money from point A to point B (debit and credit, respectively). Another benefit of using a journal voucher is to have a record, or audit trail, of the transaction.

Journal vouchers are important in the way that the Kentucky Department of Revenue (DOR) does business every day. However, the DOR does not simply use JVs to move money; JVs are often used to correct demographic information for a taxpayer (i.e. name, Social Security number or account number). A digital record is kept of all transactions involving JVs, making them an important tool in keeping track of taxpayer information.

This material will look at the basics of the JV system and address how JVs are commonly used at the DOR. Let's start at the beginning with examining the Journal Voucher Main Menu.

Pressing the "shift" and "F10" keys (for F22), simultaneously, on the keyboard will give access to the Journal Voucher Main Menu.

REVENUE CABINET ON-LINE IMS SYSTEM		REVIMS	
THE FOLLOWING APPLICATIONS ARE AVAILABLE FOR REVENUE CABINET ON-LINE IMS USERS.			
PRESS THE PROPER PF KEY FOR THE SYSTEM YOU WANT TO USE.			
PF1	CAR - COMPLIANCE & RECEIVABLES	PF13	RCS - KY OSCAR
PF2	SUT - SALES AND USE TAX	PF14	OPT - OMITTED PERSONAL PROPERTY
PF3	IIT - INDIVIDUAL INCOME TAX	PF15	ACR - ACCTS RECVBLE - INQUIRY
PF4	WTS - WITHHOLDING TAX	PF16	IIT - IND INCOME TAX - DO/KO
PF5	CIL - CORPORATION TAX	PF17	BTS - TAX REFUND SYSTEM
PF6	CTX - COAL TAX	PF18	ALL - REMITTANCE INQUIRY
PF7	MTX - MISCELLANEOUS TAX	PF19	IIT - CHG TAXPAYER INFO
PF8	DCL - INCOME TAX DECLARATION	PF20	FRC - FILE REQUISITION
PF9	BTS - CROSS REFERENCE INDEX	PF21	AAS - APPLICATION ACCESS
PF10	IIT - RETURNS RECEIVED (ARTIS)	PF22	RJV - JOURNAL VOUCHER
PF11	IPT - PROPERTY TAX		
FOR ALL REVENUE CABINET SCREENS: PF1 RETURNS THIS SCREEN			

JOURNAL VOUCHER MAIN MENU

The Journal Voucher Main Menu controls all the primary functions of the online journal voucher system. The basic options for creating, updating and viewing journal vouchers are located at the top of the main menu screen.

RJV121
04/06/2011

REVENUE CABINET
JOURNAL VOUCHER MENU

A. CREATE JV	E. UPDATE PENDING JVS
B. CREATE MULTIPLE ACCOUNT JV	F. REQUEST AUDIT TRAIL
C. INQUIRY JV	G. TAX RECEIPT ACCOUNT MENU
D. APPROVE JV (WORK LIST)	

CHOOSE A MENU ITEM BY LETTER _

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)

JV NUMBER _____

TAX TYPE _____ ACCOUNT NUMBER _____

PREPARER ID _____ SUPERVISOR ID _____

NAME _____ VALIDATING NUMBER _____

PROCESSING DATE FROM _____ THRU _____

*****-----
*****-----

PFK: 1-REV MENU 11-HELP

RJV121
04/06/2011

REVENUE CABINET
JOURNAL VOUCHER MENU

A. CREATE JV	E. UPDATE PENDING JVS
B. CREATE MULTIPLE ACCOUNT JV	F. REQUEST AUDIT TRAIL
C. INQUIRY JV	G. TAX RECEIPT ACCOUNT MENU
D. APPROVE JV (WORK LIST)	

CHOOSE A MENU ITEM BY LETTER A

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)

JV NUMBER _____

TAX TYPE _____ ACCOUNT NUMBER _____

PREPARER ID _____ SUPERVISOR ID _____

NAME _____ VALIDATING NUMBER _____

PROCESSING DATE FROM _____ THRU _____

*****-----
*****-----

PFK: 1-REV MENU 11-HELP

Entering the letter code associated with the desired function here, will begin the program. **Example:** To create a simple journal voucher, enter the letter code "A" here and press the enter key.

CHOOSE A MENU ITEM BY LETTER – Completing this field is required. The menu offers the following options:

- A - CREATE JV (2 SIDED; 1 SIDED DEBIT; 1 SIDED CREDIT)
- B - CREATE MULTIPLE ACCOUNT JV
- C - INQUIRY ON A SPECIFIC JV
- D - APPROVE (TO BE USED BY SUPERVISORS FOR JV APPROVAL)
- E - UPDATE (USED BY PREPARERS TO UPDATE PENDING JVs)
- F - REQUEST AUDIT TRAIL
- G - TAX RECEIPT ACCOUNT MENU

No other information is required when selecting one of the following menu options: A, B, D, E, or G.

However, selecting menu options C and F may require additional selection criteria to be chosen from among the following:

- JV NUMBER
- TAX TYPE
- ACCT NUMBER
- PREPARER ID
- SUPERVISOR ID
- NAME
- VALIDATING NUMBER
- PROCESSING DATE

Helpful hint: After selecting menu options C or F, if the user hits the enter key, you should receive an on-screen prompt to help identify the additional criteria, which will then enable you to narrow your search accordingly.

Optional selection criteria may also be selected for menu options D or E to help narrow the search. If no additional selection criteria is chosen for either of those options, a general "work list" should appear on screen for the user, based on your Preparer or Supervisor ID.

NAVIGATION TIPS:

PF1-Paths to the Revenue Main Menu

PF11-Paths to the Help screen for the Journal Voucher Menu

CREATING A BASIC JOURNAL VOUCHER

RJV121 04/06/2011	REVENUE CABINET JOURNAL VOUCHER MENU		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> A. CREATE JV B. CREATE MULTIPLE ACCOUNT JV C. INQUIRY JV D. APPROVE JV (WORK LIST) </td> <td style="width: 50%; vertical-align: top;"> E. UPDATE PENDING JVS F. REQUEST AUDIT TRAIL G. TAX RECEIPT ACCOUNT MENU </td> </tr> </table>		A. CREATE JV B. CREATE MULTIPLE ACCOUNT JV C. INQUIRY JV D. APPROVE JV (WORK LIST)	E. UPDATE PENDING JVS F. REQUEST AUDIT TRAIL G. TAX RECEIPT ACCOUNT MENU
A. CREATE JV B. CREATE MULTIPLE ACCOUNT JV C. INQUIRY JV D. APPROVE JV (WORK LIST)	E. UPDATE PENDING JVS F. REQUEST AUDIT TRAIL G. TAX RECEIPT ACCOUNT MENU		
CHOOSE A MENU ITEM BY LETTER A			
SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F) JV NUMBER _____ TAX TYPE _____ ACCOUNT NUMBER _____ PREPARER ID _____ SUPERVISOR ID _____ NAME _____ VALIDATING NUMBER _____ PROCESSING DATE FROM _____ THRU _____ *****----- *****----- ----- -----			
PFK: 1-REV MENU 11-HELP			

Entering the letter code associated with the desired function here, will begin the program. To create a simple journal voucher, enter the letter code "A" here and press enter.

RJV122 04/06/2011	REVENUE CABINET CREATE JOURNAL VOUCHER SUB-MENU		
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> JV IS A A. TWO SIDED B. ONE SIDED DEBIT ONLY C. ONE SIDED CREDIT ONLY </td> <td style="width: 50%; vertical-align: top;"> JV WILL AFFECT A A. TAX AND RECEIPT ACCOUNTS B. RECEIPT ACCOUNTS ONLY C. TAX ACCOUNTS ONLY </td> </tr> </table>		JV IS A A. TWO SIDED B. ONE SIDED DEBIT ONLY C. ONE SIDED CREDIT ONLY	JV WILL AFFECT A A. TAX AND RECEIPT ACCOUNTS B. RECEIPT ACCOUNTS ONLY C. TAX ACCOUNTS ONLY
JV IS A A. TWO SIDED B. ONE SIDED DEBIT ONLY C. ONE SIDED CREDIT ONLY	JV WILL AFFECT A A. TAX AND RECEIPT ACCOUNTS B. RECEIPT ACCOUNTS ONLY C. TAX ACCOUNTS ONLY		
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> DEBIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____ CREDIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____ </td> <td style="width: 50%; vertical-align: top;"> ACCOUNT NUMBER _____ MISC _ MTX _ COUNTY _____ BUS CODE _____ ACCOUNT NUMBER _____ COUNTY _____ BUS CODE _____ </td> </tr> </table>		DEBIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____ CREDIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____	ACCOUNT NUMBER _____ MISC _ MTX _ COUNTY _____ BUS CODE _____ ACCOUNT NUMBER _____ COUNTY _____ BUS CODE _____
DEBIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____ CREDIT -- TAX TYPE _____ TYPE RETURN _____ -- NAME _____	ACCOUNT NUMBER _____ MISC _ MTX _ COUNTY _____ BUS CODE _____ ACCOUNT NUMBER _____ COUNTY _____ BUS CODE _____		
PFK: 2-JV MENU 9-CONTINUE 11-HELP 13-CANCEL			

The creation of a journal voucher begins on the Journal Voucher Sub-Menu. This screen provides three basic options for the type of journal voucher created and another menu of three options for the types of accounts it may affect.

Entering "A" in both options is the preferred choice here. The system will automatically populate both of these entry fields with "A". If other options are desired, the user must alter or type over these entries.

RJV122 04/06/2011		REVENUE CABINET CREATE JOURNAL VOUCHER SUB-MENU			
JV IS A		JV WILL AFFECT A			
A. TWO SIDED		A. TAX AND RECEIPT ACCOUNTS			
B. ONE SIDED DEBIT ONLY		B. RECEIPT ACCOUNTS ONLY			
C. ONE SIDED CREDIT ONLY		C. TAX ACCOUNTS ONLY			
DEBIT	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 135817	MISC _	MTX _
C	NAME _	COUNTY _	BUS CODE _		
CREDIT	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 135817	MISC _	MTX _
C	NAME _	COUNTY _	BUS CODE _		
PFK: 2-JV MENU 9-CONTINUE 11-HELP 13-CANCEL					

To begin a journal voucher, the user must enter the type tax, type of return code, and account number for both the debit and credit side of the proposed journal voucher.

The user must also enter a "C" here for "create." Once this information has been entered, if it needs to be changed for any reason, a "U" for update, must be entered here in order for the change to take effect in the system.

C = Create
U = Update

TAX TYPE is a required field using a three-digit format (e.g. '001' for Individual or '005' for Corporate). To create a JV, the tax type must be valid and active.

TYPE RETURN is a two-digit field that may be entered using the following format: '1' or '01'. **Note:** A type return is only required for some tax types (e.g. when creating a JV for LLET tax type, a type return is not required).

ACCOUNT NUMBER This is a required field; for business taxes (e.g. corporate, withholding, sales & use – the user would enter the appropriate six-digit account number, and for individual taxpayers, the user would enter the taxpayer's nine-digit Social Security number.

RJV122
04/06/2011

REVENUE CABINET
CREATE JOURNAL VOUCHER
SUB-MENU

JV IS A

- A. TWO SIDED
- B. ONE SIDED DEBIT ONLY
- C. ONE SIDED CREDIT ONLY

JV WILL AFFECT A

- A. TAX AND RECEIPT ACCOUNTS
- B. RECEIPT ACCOUNTS ONLY
- C. TAX ACCOUNTS ONLY

DEBIT

- TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000135817 MISC _ MTX _
K-1
- NAME ACME HARDWARE INC COUNTY BUS CODE

CREDIT

- TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000135817
K-1
- NAME ACME HARDWARE INC COUNTY BUS CODE

PFK: 2-JV MENU 9-CONTINUE 11-HELP 13-CANCEL

Once the required fields have all been completed, the user will hit the enter key and the system should automatically provide the taxpayer's name, as well as the county and business code (if that information is available).

Please Note: The system-generated name provided in the "NAME" field may not always be the correct name that should be used when debiting and/or crediting an account. As such, the user should make sure the name being used for debiting and/or crediting an account is written *exactly* as it appears on the corresponding transaction in the system (e.g. in PF3 – Individual Income Tax database screen). Even misplacing a period or misspelling a name would cause the JV to be incorrect.

RJV122
04/06/2011

REVENUE CABINET
CREATE JOURNAL VOUCHER
SUB-MENU

JV IS A

- A. TWO SIDED
- B. ONE SIDED DEBIT ONLY
- C. ONE SIDED CREDIT ONLY

JV WILL AFFECT A

- A. TAX AND RECEIPT ACCOUNTS
- B. RECEIPT ACCOUNTS ONLY
- C. TAX ACCOUNTS ONLY

DEBIT

- TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000135817 MISC _ MTX _
K-1
- NAME ACME HARDWARE INC COUNTY BUS CODE

CREDIT

- TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000135817
K-1
- NAME ACME HARDWARE INC COUNTY BUS CODE

*** PF9 AGAIN TO CONTINUE ***

PFK: 2-JV MENU 9-CONTINUE 11-HELP 13-CANCEL



Finally, once all the required information has been entered successfully, the user must press the "F9" key twice to continue.

Please Note: Once you leave this screen, the tax type, type return, account number and demographic information cannot be changed for the JV.

[illegible]

C = Create: for initially entering information
D = Delete: for completely removing the entered information
U = Update: for changing information that has already been entered

$$\begin{aligned} C &= \text{Credit} \\ D &= \text{Debit} \end{aligned}$$

DEPARTMENT OF REVENUE - WITHHOLDING TAX										ACME HARDWARE INC		
WITHHOLDING TRANSACTION DATA										123 SOUTH MAIN STREET		
										PLEASANTVILLE KY 45678		
ACCOUNT NUMBER: 135817										ARCHIVED 03/23/2010		
PERIOD	TRANSACTION					RT	LOC	NET TAX	PEN/	TOT		
END DATE	DATE	TYPE	F	VAL	NO	CD	NO	DUE	INT	AMT		
										PAID		
07 09	07 12 09	14		0000000				.00	.00	.00		
06 09	07 12 09	14		0000000				.00	.00	.00		
05 09	07 12 09	14		0000000				.00	.00	.00		
04 09	07 12 09	14		0000000				.00	.00	.00		
	07 13 09	14		0000001				.00	.00	.00		
03 09	07 11 09	14		0000002		0		.00	.00	.00		
02 09	07 11 09	14		0000002		0		.00	.00	.00		
01 09	07 11 09	14		0000002		0		.00	.00	.00		
12 09	03 25 09	11		6402299		3		.00	.00	.00		
	04 05 09	11		6413738		3		.00	.00	.00		
11 09	02 01 09	01		6216798		1		1743.18	.00	1743.18		
10 09	02 25 09	14		0000002		0		.00	.00	.00		
	04 09 09	10		6413737		1		.00	.00	.00		

ACCOUNT NUMBER

TO VIEW PREVIOUS PERIODS - PLACE A 'C' BEFORE THE 1ST PERIOD END DATE

In this particular example, the validating number may be found on the transaction history for the tax period and then entered for both the debit and credit side of the journal voucher transaction.

RJV131										CREATE/UPDATE JOURNAL VOUCHER										PAGE 1																																																	
04/06/2011																				JV # 1032505																																																	
DEBIT										TAX TYPE 002										TYPE RETURN 01										ACCOUNT NUMBER 000135817																																							
NAME ACME HARDWARE INC										COUNTY										BUS CODE																																																	
CREDIT										TAX TYPE 002										TYPE RETURN 01										ACCOUNT NUMBER 000135817																																							
NAME ACME HARDWARE INC										COUNTY										BUS CODE																																																	
D/C	CD	VAL	NUM	PERIOD	TAX	PEN/INT/FEES	TOTAL																																																														
c d	-	6216798		11/30/2009	1743.18	0.00																																																															
c c	-	6216798		10/31/2009	1743.18	0.00																																																															
-	-																																																																				
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TOTAL DEBITS										TOTAL CREDITS																																																											
PFK: 2-JV MENU										3-CMTS										7-BWD										8-FWD										9-CONTINUE										11-HELP										13-CANCEL									

Please Note: A JV number will be assigned by the system once the first line of detailed information is successfully entered.

RJV131		CREATE/UPDATE JOURNAL VOUCHER				PAGE 1	
04/06/2011						JV # 1032505	
						INCOMPLETE 04/06/2011	
						PREPARED BY JBREWER	
DEBIT	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000135817				
NAME ACME HARDWARE INC		COUNTY	BUS CODE				
CREDIT	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000135817				
NAME ACME HARDWARE INC		COUNTY	BUS CODE				
D/C	CD	VAL NUM	PERIOD	TAX	PEN/INT/FEES	TOTAL	
- D	-	006216798	11/30/2009	1743.18	.00	1743.18	
- C	-	006216798	10/31/2009	1743.18	.00	1743.18	
-	-						
-	-						
-	-						
-	-						
-	-						
-	-						
-	-						
TOTAL DEBITS		1743.18		TOTAL CREDITS		1743.18	
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL							

After entering all of the information needed, once the user has pressed the enter button, totals for both debits and credits will appear at the bottom of the screen.

All of the information must be correct and both debit and credit totals must be equal or an error code will appear. Assuming no corrections need to be made, the user may then press "F9" twice to continue and proceed to the next screen.

RJV134 04/06/2011	JV SUMMARY	JV # 1032505 INCOMPLETE 04/06/2011 PREPARED BY JJBREWER
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<p style="text-align: center;">** DEBIT **</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">TT/TYPE RTN/ACCT #</td> <td style="width: 20%;">002 01 000135817</td> <td style="width: 50%;"></td> </tr> <tr> <td>NAME</td> <td>ACME HARDWARE INC</td> <td></td> </tr> <tr> <td>TAX</td> <td>1743.18</td> <td></td> </tr> <tr> <td>PEN/INT/FEES</td> <td>.00</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>1743.18</td> <td></td> </tr> </table>	TT/TYPE RTN/ACCT #	002 01 000135817		NAME	ACME HARDWARE INC		TAX	1743.18		PEN/INT/FEES	.00		TOTAL	1743.18		<p style="text-align: center;">** CREDIT **</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">002 01 000135817</td> <td style="width: 70%;"></td> </tr> <tr> <td>ACME HARDWARE INC</td> <td></td> </tr> <tr> <td>1743.18</td> <td></td> </tr> <tr> <td>.00</td> <td></td> </tr> <tr> <td>1743.18</td> <td></td> </tr> </table>	002 01 000135817		ACME HARDWARE INC		1743.18		.00		1743.18	
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1743.18																										
.00																										
1743.18																										

RCT ACCT #/AMT	01 -R 242	1743.18		01 -R 242	1743.18
TITLE	K-1			K-1	

COMMENTS: MOVING PAYMENT OF \$1743.18 FROM WH: 11/09 TO WH: 10/09.
 PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

SUPV ID1 GFIELDS APR CMTS	SUPV ID2 APR CMTS
PFK: 2-JV MENU 3-CMTS 4-DR/CR 9-CONT	11-HELP 13-CANCEL

Finally, on the JV Summary screen the user must provide a short explanation of the transaction and/or the reasons for creating the journal voucher.

RJV134 04/06/2011	JV SUMMARY	JV # 1032505 PENDING APPROVAL 04/06/2011 PREPARED BY JJBREWER
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TT/TYPE RTN/ACCT #	002 01 000135817																									
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RCT ACCT #/AMT	01 -R 242	1743.18		01 -R 242	1743.18
TITLE	K-1			K-1	

COMMENTS: MOVING PAYMENT OF \$1743.18 FROM WH: 11/09 TO WH: 10/09.
 PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

SUPV ID1 GFIELDS APR CMTS	SUPV ID2 APR CMTS
*** JV SUBMITTED FOR APPROVAL ***	
PFK: 2-JV MENU 3-CMTS 4-DR/CR 9-CONT	11-HELP 13-CANCEL

Once the necessary information has been entered, the user must press "F9" twice to submit the journal voucher transaction for approval.

When the note "JV SUBMITTED FOR APPROVAL" appears, the user may press "F2" to return to the main menu and then leave the Journal Voucher system.

UPDATING/REVIEWING JOURNAL VOUCHERS

RJV121 04/06/2011	REVENUE CABINET JOURNAL VOUCHER MENU								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. CREATE JV</td> <td style="width: 50%;">E. UPDATE PENDING JVs</td> </tr> <tr> <td>B. CREATE MULTIPLE ACCOUNT JV</td> <td>F. REQUEST AUDIT TRAIL</td> </tr> <tr> <td>C. INQUIRY JV</td> <td>G. TAX RECEIPT ACCOUNT MENU</td> </tr> <tr> <td colspan="2">D. APPROVE JV (WORK LIST)</td> </tr> </table>		A. CREATE JV	E. UPDATE PENDING JVs	B. CREATE MULTIPLE ACCOUNT JV	F. REQUEST AUDIT TRAIL	C. INQUIRY JV	G. TAX RECEIPT ACCOUNT MENU	D. APPROVE JV (WORK LIST)	
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C. INQUIRY JV	G. TAX RECEIPT ACCOUNT MENU								
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CHOOSE A MENU ITEM BY LETTER E									
SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)									
JV NUMBER _____									
TAX TYPE _____ ACCOUNT NUMBER _____									
PREPARER ID _____ SUPERVISOR ID _____									
NAME _____ VALIDATING NUMBER _____									
PROCESSING DATE FROM _____ THRU _____									
*****----- *****----- ----- -----									
PFK: 1-REV MENU 11-HELP									

If a journal voucher has not been completed or has been denied by a supervisor, the user may update this journal voucher entry by entering the letter code "E" here.

RJV182 04/06/2011	JV SELECTION LIST 12/09/1993 THRU 04/06/2011	PAGE 1														
<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;">ST</th> <th style="text-align: left;">JV #</th> <th style="text-align: left;">TT</th> <th style="text-align: left;">ACCT #</th> <th style="text-align: left;">NAME</th> <th style="text-align: right;">JV AMOUNT</th> <th style="text-align: left;">PREPARER</th> </tr> <tr> <td style="vertical-align: top;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> D </td> <td style="vertical-align: top;">1032505</td> <td style="vertical-align: top;">002</td> <td style="vertical-align: top;">000135817</td> <td style="vertical-align: top;">ACME HARDWARE INC</td> <td style="text-align: right; vertical-align: top;">1743.18</td> <td style="vertical-align: top;">JBREWER</td> </tr> </table>			ST	JV #	TT	ACCT #	NAME	JV AMOUNT	PREPARER	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> D	1032505	002	000135817	ACME HARDWARE INC	1743.18	JBREWER
ST	JV #	TT	ACCT #	NAME	JV AMOUNT	PREPARER										
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> D	1032505	002	000135817	ACME HARDWARE INC	1743.18	JBREWER										
STATUS CODES D=DENIED I=INCOMPLETE																
PF KEYS: 2-JV MENU 7-BWD 8-FWD 11-HELP																

Option "E" will take you to the JV Selection List menu. In order to select the pending journal voucher, the user must enter any letter designation here and press enter.

RJV134 04/06/2011	JV SUMMARY	JV # 1032505 DENIED;UPD REQ 04/06/2011 PREPARED BY JJBREWER
----------------------	------------	-------------------------------------------------------------------

	** DEBIT **	** CREDIT **
TT/TYPE RTN/ACCT #	002 01 000135817	002 01 000135817
NAME	ACME HARDWARE INC	ACME HARDWARE INC
TAX	1743.18	1743.18
PEN/INT/FEES	.00	.00
TOTAL	1743.18	1743.18

RCT ACCT #/AMT	01 -R 242	01 -R 242
TITLE	K-1	K-1

COMMENTS: MOVING PAYMENT OF \$1743.18 FROM WH: 11/09 TO WH: 10/09.
PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

SUPV ID1 GFIELDS	APR D	CMTS Y	SUPV ID2	APR	CMTS
------------------	-------	--------	----------	-----	------

PFK: 2-JV MENU **3-CMTS** 4-DR/CR 6-LIST 9-CONT 10-NXT SEL 13-CANCEL

The JV Summary is the next screen that will appear. Pressing "F3" will enable the user to see the comments from the supervisor who reviewed the case.

RJV144 04/06/2011	JOURNAL VOUCHER COMMENTS	JV # 1032505 DENIED;UPD REQ 04/06/2011 PREPARED BY JJBREWER
----------------------	--------------------------	-------------------------------------------------------------------

PREPARER COMMENTS MOVING PAYMENT OF \$1743.18 FROM WH: 11/09 TO WH: 10/09.
PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

GFIELDS
SUPV 1 COMMENTS PAYMENT MUST BE APPLIED TO WH: 12/09 PERIOD INSTEAD.

SUPV 2 COMMENTS

PFK: 2-JV MENU **9-RETURN** 11-HELP

Enter "F9" to return to the JV Summary screen.

RJV134 04/06/2011	JV SUMMARY	JV # 1032505 DENIED;UPD REQ 04/06/2011 PREPARED BY JJBREWER
----------------------	------------	-------------------------------------------------------------------

** DEBIT ** TT/TYPE RTN/ACCT # 002 01 000135817 NAME ACME HARDWARE INC TAX 1743.18 PEN/INT/FEES .00 TOTAL 1743.18	** CREDIT ** 002 01 000135817 ACME HARDWARE INC 1743.18 .00 1743.18
-----------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

RCT ACCT #/AMT 01 -R 242	1743.18	01 -R 242	1743.18
TITLE K-1		K-1	

COMMENTS: MOVING PAYMENT OF \$1743.18 FROM WH: 11/09 TO WH: 10/09.
PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

SUPV ID1 GFIELDS	APR D CMTS Y	SUPV ID2	APR CMTS
------------------	--------------	----------	----------

PFK: 2-JV MENU 3-CMTS 4-DR/CR 6-LIST 9-CONT 10-NXT SEL 13-CANCEL

From this screen, the user must next select "F4" to go to the transaction screen in order to make any necessary changes.

RJV131 04/06/2011	CREATE/UPDATE JOURNAL VOUCHER	PAGE 1 JV # 1032505 DENIED;UPD REQ 04/06/2011 PREPARED BY JJBREWER
----------------------	-------------------------------	-----------------------------------------------------------------------------

DEBIT TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000135817
NAME ACME HARDWARE INC	COUNTY	BUS CODE

CREDIT TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000135817
NAME ACME HARDWARE INC	COUNTY	BUS CODE

D/C	CD	VAL NUM	PERIOD	TAX	PEN/INT/FEES	TOTAL
U	-	006216798	11/30/2001	1743.18	.00	1743.18
	-	006216798	12/31/2001	1743.18	.00	1743.18
-	-					
-	-					
-	-					
-	-					
-	-					
-	-					
-	-					
-	-					
TOTAL DEBITS			1743.18	TOTAL CREDITS		1743.18

PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL

Any changes to this screen must be entered here with the following codes:

U = Updates
D = Delete

Once all changes have been made, the same procedures apply as before. All debits and credits must equal. The user must then press "F9" twice to continue.


```

RJV134                                JV SUMMARY                                JV # 1032505
04/06/2011                            DENIED;UPD REQ 04/06/2011
                                           PREPARED BY JJBREWER

      ** DEBIT **                      ** CREDIT **
TT/TYPE RTN/ACCT # 002 01 000135817    002 01 000135817
NAME                ACME HARDWARE INC    ACME HARDWARE INC
TAX                 1743.18              1743.18
PEN/INT/FEES        .00                  .00
TOTAL               1743.18              1743.18

RCT ACCT #/AMT 01 -R 242                1743.18    01 -R 242                1743.18
TITLE          K-1                      K-1

COMMENTS:  MOVING PAYMENT OF $1743.18 FROM WH: 11/09 TO WH: 12/09.

SUPV ID1 GFIELDS  APR D  CMTS Y      SUPV ID2          APR    CMTS
*** JV SUBMITTED FOR APPROVAL ***
PFK: 2-JV MENU 3-CMTS 4-DR/CR 6-LIST 9-CONT 10-NXT SEL 13-CANCEL

```

Finally, an explanation of any changes should be entered here in the summary screen.

The user must then press "F9" twice (as previously noted) to submit the journal voucher transaction again for supervisor approval.

```

RJV134                                JV SUMMARY                                JV # 1032505
04/06/2011                            DENIED;UPD REQ 04/06/2011
                                           PREPARED BY JJBREWER

      ** DEBIT **                      ** CREDIT **
TT/TYPE RTN/ACCT # 002 01 000135817    002 01 000135817
NAME                ACME HARDWARE INC    ACME HARDWARE INC
TAX                 1743.18              1743.18
PEN/INT/FEES        .00                  .00
TOTAL               1743.18              1743.18

RCT ACCT #/AMT 01 -R 242                1743.18    01 -R 242                1743.18
TITLE          K-1                      K-1

COMMENTS:  MOVING PAYMENT OF $1743.18 FROM WH: 11/09 TO WH: 10/09.
            PER TAXPAYER, PAYMENT WAS APPLIED TO THE INCORRECT PERIOD.

SUPV ID1 GFIELDS  APR D  CMTS Y      SUPV ID2          APR    CMTS
*** CANCEL JV REQUESTED; PF13 AGAIN TO CANCEL ***
PFK: 2-JV MENU 3-CMTS 4-DR/CR 6-LIST 9-CONT 10-NXT SEL 13-CANCEL

```

If the user needs to completely cancel the journal voucher transaction for any reason, then you may press the "shift" and "F1" keys simultaneously (F13) twice to cancel the JV request. This can only be done *prior* to the JV being approved by a supervisor or if the JV has been denied by the supervisor.

Finally, to review a Journal Voucher that has been completed, the user should select option "C" on the Journal Voucher Main Menu.

```
RJV121                                REVENUE CABINET
04/06/2011                           JOURNAL VOUCHER MENU

A.  CREATE JV                        E.  UPDATE PENDING JVS
B.  CREATE MULTIPLE ACCOUNT JV      F.  REQUEST AUDIT TRAIL
C.  INQUIRY JV                      G.  TAX RECEIPT ACCOUNT MENU
D.  APPROVE JV  (WORK LIST)

                                CHOOSE A MENU ITEM BY LETTER C

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)
JV NUMBER _____
TAX TYPE ____ ACCOUNT NUMBER _____
PREPARER ID _____ SUPERVISOR ID _____
NAME _____ VALIDATING NUMBER _____
PROCESSING DATE FROM _____ THRU _____

*****-----
*****-----
-----
-----

PFK:      1-REV MENU      11-HELP
```

After selecting menu option "C", the user will then choose from additional search criteria (as previously discussed) to generate a JV selection list.

```
RJV121                                REVENUE CABINET
04/06/2011                           JOURNAL VOUCHER MENU

A.  CREATE JV                        E.  UPDATE PENDING JVS
B.  CREATE MULTIPLE ACCOUNT JV      F.  REQUEST AUDIT TRAIL
C.  INQUIRY JV                      G.  TAX RECEIPT ACCOUNT MENU
D.  APPROVE JV  (WORK LIST)

                                CHOOSE A MENU ITEM BY LETTER C

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)
JV NUMBER _____
TAX TYPE 002 ACCOUNT NUMBER 000135817
PREPARER ID _____ SUPERVISOR ID _____
NAME _____ VALIDATING NUMBER _____
PROCESSING DATE FROM _____ THRU _____

*****-----
*****-----
-----
-----

PFK:      1-REV MENU      11-HELP
```

RJV182		JV SELECTION LIST				PAGE 1	
04/06/2011		12/09/1993 THRU 04/06/2011					
(X)	ST	JV #	TT	ACCT #	NAME	JV AMOUNT	PREPARER
A	1032505	002	000135817	ACME HARDWARE INC	1743.18	JBREWER	
STATUS CODES A=APPROVED D=DENIED I=INCOMPLETE P=PENDING APPROVAL PF KEYS: 2-JV MENU 7-BWD 8-FWD 11-HELP							

Once the user reaches the JV Selection List menu, in order to select the completed journal voucher to review, the user must enter any letter designation here and press enter. This will take the user to the JV Summary screen for that particular journal voucher.

Please Note: If you choose and enter JV number as your search criteria, it will skip the JV Selection List and take you directly to the JV Summary screen.

NAVIGATION TIP: While on either the JV Selection List or JV Summary screens, pressing "F2" will return the user to the Journal Voucher Main Menu.

MULTIPLE ACCOUNT JOURNAL VOUCHER

RJV121 04/06/2011	REVENUE CABINET JOURNAL VOUCHER MENU
A. CREATE JV	E. UPDATE PENDING JVS
B. CREATE MULTIPLE ACCOUNT JV	F. REQUEST AUDIT TRAIL
C. INQUIRY JV	G. TAX RECEIPT ACCOUNT MENU
D. APPROVE JV (WORK LIST)	

CHOOSE A MENU ITEM BY LETTER **B**

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)

JV NUMBER _____

TAX TYPE _____ ACCOUNT NUMBER _____

PREPARER ID _____ SUPERVISOR ID _____

NAME _____ VALIDATING NUMBER _____

PROCESSING DATE FROM _____ THRU _____

*****-----
*****-----

PFK: 1-REV MENU 11-HELP

Journal vouchers with more than one account number for the debit and/or credit side of the transaction will require the selection of the "B" code for "CREATE MULTIPLE ACCOUNT JV".

The Sub-Menu screen allows the user to set up more than one debit and/or credit tax accounts for a multiple account journal voucher.

In this first column, one of the following codes must be entered:

C = Create: for initially entering information

D = Delete: for completely removing the entered information

U = Update: for changing information that has been entered already

RJ322		REVENUE CABINET				PAGE 1	
04/06/2011		CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER					
		SUB-MENU					
- D/C -	TAX TYPE ____	TYPE RETURN ____	ACCOUNT NUMBER ____	MISC _	MTX _		
- NAME	COUNTY ____		BUS CODE ____				
- D/C -	TAX TYPE ____	TYPE RETURN ____	ACCOUNT NUMBER ____	MISC _	MTX _		
- NAME	COUNTY ____		BUS CODE ____				
- D/C -	TAX TYPE ____	TYPE RETURN ____	ACCOUNT NUMBER ____	MISC _	MTX _		
- NAME	COUNTY ____		BUS CODE ____				
- D/C -	TAX TYPE ____	TYPE RETURN ____	ACCOUNT NUMBER ____	MISC _	MTX _		
- NAME	COUNTY ____		BUS CODE ____				
PFK: 2-JV MENU 7-BACKWARD 8-FORWARD 9-CONTINUE 11-HELP 13-CANCEL							

Next, the user must enter one of these codes in the second column:

C = Credit

D = Debit

Finally, the user must enter the tax type, type of return code, and account number for both the debit and credit side of the proposed journal voucher.

Completing the necessary information should look similar to the following example.

RJV322 04/06/2011		REVENUE CABINET CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER SUB-MENU				PAGE 1	
(c) D/C (d)	TAX TYPE (002)	TYPE RETURN (01)	ACCOUNT NUMBER (000248524)	MISC _	MTX _		
_ NAME _____		COUNTY _____	BUS CODE _____				
(c) D/C (d)	TAX TYPE (010)	TYPE RETURN (01)	ACCOUNT NUMBER (000252902)	MISC _	MTX _		
_ NAME _____		COUNTY _____	BUS CODE _____				
(c) D/C (c)	TAX TYPE (002)	TYPE RETURN (01)	ACCOUNT NUMBER (000260048)	MISC _	MTX _		
_ NAME _____		COUNTY _____	BUS CODE _____				
(c) D/C (c)	TAX TYPE (010)	TYPE RETURN (01)	ACCOUNT NUMBER (000259431)	MISC _	MTX _		
_ NAME _____		COUNTY _____	BUS CODE _____				
PFK: 2-JV MENU 7-BACKWARD 8-FORWARD 9-CONTINUE 11-HELP 13-CANCEL							

Once the required fields have all been completed, the user will hit the enter key and the system should automatically provide additional account information including the taxpayer's name.

RJV322 04/06/2011		REVENUE CABINET CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER SUB-MENU				PAGE 1	
_ D/C D	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000248524	MISC _	MTX _		
_ NAME <u>BRILLIANT BALL BEARINGS</u>		COUNTY DAVIESS	BUS CODE _____				
_ D/C D	TAX TYPE 010	TYPE RETURN 01	ACCOUNT NUMBER 000252902	MISC _	MTX _		
_ NAME <u>BRILLIANT BALL BEARINGS</u>		COUNTY DAVIESS	BUS CODE <u>006</u>				
_ D/C C	TAX TYPE 010	TYPE RETURN 01	ACCOUNT NUMBER 000259431	MISC _	MTX _		
_ NAME <u>CAREFREE COFFEE CUP SALES</u>		COUNTY <u>FAYETTE</u>	BUS CODE _____				
_ D/C C	TAX TYPE 002	TYPE RETURN 01	ACCOUNT NUMBER 000260048	MISC _	MTX _		
_ NAME <u>CAREFREE COFFEE CUP SALES</u>		COUNTY FAYETTE	BUS CODE _____				
PFK: 2-JV MENU 7-BACKWARD 8-FORWARD 9-CONTINUE 11-HELP 13-CANCEL							

The system may also provide the tax type return description, county and business code (if that information is available). After all of the necessary information has been completed, the user may then press "F8" to move to the next (blank) page to add more accounts if needed.

On the next page, the user may enter additional account information to be included in the journal voucher.

```

RJV322                                REVENUE CABINET                                PAGE  2
04/06/2011                          CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER
                                      SUB-MENU

(c) D/C (d) TAX TYPE (002) TYPE RETURN (01) ACCOUNT NUMBER (000127985) MISC _ MTX _
_ NAME _ COUNTY _ BUS CODE _

(c) D/C (c) TAX TYPE (010) TYPE RETURN (01) ACCOUNT NUMBER (000113820) MISC _ MTX _
_ NAME _ COUNTY _ BUS CODE _

_ D/C _ TAX TYPE _ TYPE RETURN _ ACCOUNT NUMBER _ MISC _ MTX _
_ NAME _ COUNTY _ BUS CODE _

_ D/C _ TAX TYPE _ TYPE RETURN _ ACCOUNT NUMBER _ MISC _ MTX _
_ NAME _ COUNTY _ BUS CODE _

PFK:  2-JV MENU  7-BACKWARD  8-FORWARD  9-CONTINUE  11-HELP  13-CANCEL
  
```

Again, once all the required fields have been completed, the user will hit the enter key. Any additional account information (i.e. name, county) may be provided by the system and the user will automatically be returned to PAGE 1 of the Sub-Menu.

```

RJV322                                REVENUE CABINET                                PAGE  1 *MORE*
04/06/2011                          CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER
                                      SUB-MENU

_ D/C D TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000127985 MISC _ MTX _
  K-1
_ NAME AIRLESS TIRE CO INC COUNTY ROWAN BUS CODE _

_ D/C D TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000248524 MISC _ MTX _
  K-1
_ NAME BRILLIANT BALL BEARINGS COUNTY DAVIESS BUS CODE _

_ D/C D TAX TYPE 010 TYPE RETURN 01 ACCOUNT NUMBER 000252902 MISC _ MTX _
  RETAIL
_ NAME BRILLIANT BALL BEARINGS COUNTY DAVIESS BUS CODE 006

_ D/C C TAX TYPE 002 TYPE RETURN 01 ACCOUNT NUMBER 000260048 MISC _ MTX _
  K-1
_ NAME CAREFREE COFFEE CUP SALES COUNTY FAYETTE BUS CODE _

PFK:  2-JV MENU  7-BACKWARD  8-FORWARD  9-CONTINUE  11-HELP  13-CANCEL
  
```

The PAGE 1 *MORE* note located in the top right corner of the screen indicates there is a PAGE 2 with additional accounts listed.

In order to view all of the accounts listed, the user may enter "F7" and "F8" to navigate back and forth between the pages.

RJV322	REVENUE CABINET		PAGE	2
04/06/2011	CREATE MULTIPLE ACCOUNT JOURNAL VOUCHER			
	SUB-MENU			
_ D/C C	TAX TYPE 010	TYPE RETURN 01	ACCOUNT NUMBER 000113820	MISC _ MTX _
	RETAIL			
_ NAME	AIRLESS TIRE CO INC	COUNTY ROWAN	BUS CODE 013	
_ D/C C	TAX TYPE 010	TYPE RETURN 01	ACCOUNT NUMBER 000259431	MISC _ MTX _
	RETAIL			
_ NAME	CAREFREE COFFEE CUP SALES	COUNTY FAYETTE	BUS CODE 006	
_ D/C _	TAX TYPE _	TYPE RETURN _	ACCOUNT NUMBER _	MISC _ MTX _
_ NAME	COUNTY		BUS CODE _	
_ D/C _	TAX TYPE _	TYPE RETURN _	ACCOUNT NUMBER _	MISC _ MTX _
_ NAME	COUNTY		BUS CODE _	
PFK:	2-JV MENU	7-BACKWARD	8-FORWARD	9-CONTINUE 11-HELP 13-CANCEL

Finally, if all the required information has been successfully entered, the user must press the "F9" key twice to continue.

The next screen allows the user to enter the payments that need to be moved for each account. The account and demographic information is carried forward from the Sub-Menu.

RJV331 04/06/2011		CREATE/UPDATE JOURNAL VOUCHER (MULTIPLE ACCOUNT)		PAGE 1 *MORE* JV # 0833921 INCOMPLETE 04/18/2008 PREPARED BY GMHERTW				
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C	D	002	01	000127985	8254565	12/31/2005	253.06	98.83
NAME AIRLESS TIRE CO INC				CNTY	BUS	CD	TOTAL	.00
D		002	01	000248524				.00
NAME BRILLIANT BALL BEARINGS				CNTY	BUS	CD	TOTAL	.00
D		010	01	000252902				.00
NAME BRILLIANT BALL BEARINGS				CNTY	BUS	CD 006	TOTAL	.00
C		002	01	000260048				.00
NAME CAREFREE COFFEE CUP SALES				CNTY	BUS	CD	TOTAL	.00
C		010	01	000113820				.00
NAME AIRLESS TIRE CO INC				CNTY	BUS	CD 013	TOTAL	.00
TOTAL DEBITS						TOTAL CREDITS		.00
PFK: 2-JV MENU				3-CMTS	7-BWD	8-FWD	9-CONTINUE	11-HELP 13-CANCEL

The user must initially enter a "C" to create and then enter the validating number, period, amount of tax and the penalties/interest/fees to be moved for each account.

If the number of accounts exceeds one page, then the user must press "F8" to move to the next page to enter the remaining account payments information.

RJV331 04/06/2011		CREATE/UPDATE JOURNAL VOUCHER (MULTIPLE ACCOUNT)		PAGE 2 JV # 0833921 INCOMPLETE 04/18/2008 PREPARED BY GMHERTW				
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C		010	01	000259431				
NAME CAREFREE COFFEE CUP SALES				CNTY	BUS	CD 006	TOTAL	.00
-	-							
-	-							
-	-							
-	-							
TOTAL DEBITS						TOTAL CREDITS		.00
PFK: 2-JV MENU				3-CMTS	7-BWD	8-FWD	9-CONTINUE	11-HELP 13-CANCEL

RJV331		CREATE/UPDATE JOURNAL VOUCHER				PAGE 1 *MORE*	
04/06/2011		(MULTIPLE ACCOUNT)				JV # 0833921	
						INCOMPLETE 04/18/2008	
						PREPARED BY GMHERTW	

D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES	
c	D	002	01	000127985	8254565	12/31/2005	253.06	98.83	
NAME AIRLESS TIRE CO INC					CNTY	BUS CD	TOTAL	.00	
c	D	002	01	000248524	5797490	05/31/2006	1073.28		
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD	TOTAL	.00	
c	D	010	01	000252902	6180576	11/30/2006	3655.80		
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD 006	TOTAL	.00	
c	C	002	01	000260048		07/31/2006	444.44	55.56	
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	.00	
c	C	010	01	000113820		08/30/2006	333.33	66.67	
NAME AIRLESS TIRE CO INC					CNTY	BUS CD 013	TOTAL	.00	
TOTAL DEBITS				5080.97	TOTAL CREDITS				900.00
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL									

When all of the account payment(s) information has been completed, the user must press the enter key and the totals for both the debits and credits will appear at the bottom of the screen. The system may indicate that some changes may be needed before continuing to the next screen (e.g. if information is missing or incorrect, or if the debits and credits are out of balance).

Any changes needed should be entered using one of the codes listed below:

- C = Create
- D = Delete
- E = Eliminate account
- R = Repeat the account
- U = Update

```

RJV331                CREATE/UPDATE JOURNAL VOUCHER                PAGE 1 *MORE*
04/06/2011              (MULTIPLE ACCOUNT)                          JV # 0833921
                                                                INCOMPLETE 04/06/2011
                                                                PREPARED BY GMHERTW

```

D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
D		002	01	000127985	008254565	12/31/2005	253.06	98.83
NAME AIRLESS TIRE CO INC					CNTY	BUS CD	TOTAL	351.89
D		002	01	000248524	005797490	05/31/2006	1073.28	.00
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD	TOTAL	1073.28
D	4	010	01	000252902	006180576	11/30/2006	3655.80	.00
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD 006	TOTAL	3655.80
R	C		002	01 000260048		07/31/2006	444.44	55.56
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	500.00
C		010	01	000113820		08/30/2006	333.33	66.67
NAME AIRLESS TIRE CO INC					CNTY	BUS CD 013	TOTAL	400.00
TOTAL DEBITS				5080.97	TOTAL CREDITS			900.00
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

In order to add another entry with the same account number, it will be necessary to enter an "R" here for a repeat of account information. This will add a blank line *above* the first entry where the user entered the "R".

```

RJV331                CREATE/UPDATE JOURNAL VOUCHER                PAGE 1 *MORE*
04/06/2011              (MULTIPLE ACCOUNT)                          JV # 0833921
                                                                INCOMPLETE 04/06/2011
                                                                PREPARED BY GMHERTW

```

D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
D		002	01	000127985	008254565	12/31/2005	253.06	98.83
NAME AIRLESS TIRE CO INC					CNTY	BUS CD	TOTAL	351.89
D		002	01	000248524	005797490	05/31/2006	1073.28	.00
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD	TOTAL	1073.28
D	4	010	01	000252902	006180576	11/30/2006	3655.80	.00
NAME BRILLIANT BALL BEARINGS					CNTY	BUS CD 006	TOTAL	3655.80
C		002	01	000260048				.00
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	.00
C		002	01	000260048		07/31/2006	444.44	55.56
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	500.00
TOTAL DEBITS				5080.97	TOTAL CREDITS			900.00
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

This line of account information is now ready for another period and credits to be added. This process can be repeated for all accounts as necessary.

Please Note: Depending on how many entries are repeated, additional account information may be found on another page; the user may enter "F7" and "F8" to navigate back and forth to view that information.

RJV331 04/06/2011		CREATE/UPDATE JOURNAL VOUCHER (MULTIPLE ACCOUNT)				PAGE 2 JV # 0833921 INCOMPLETE 04/06/2011 PREPARED BY GMHERTW		
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C		002	01	000260048		10/31/2006	2300.00	.00
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	2300.00
C		002	01	000260048		11/30/2006	2000.00	80.97
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	2080.97
C		010	01	000113820		08/30/2006	333.33	66.67
NAME AIRLESS TIRE CO INC					CNTY	BUS CD 013	TOTAL	400.00
C		010	01	000259431				
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD 006	TOTAL	.00
TOTAL DEBITS					5080.97			
TOTAL CREDITS					5280.97			
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

If the totals of debits and credits do not equal, the user must review the information and correct the error.

RJV331 04/06/2011		CREATE/UPDATE JOURNAL VOUCHER (MULTIPLE ACCOUNT)				PAGE 2 JV # 0833921 INCOMPLETE 04/06/2011 PREPARED BY GMHERTW		
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C		002	01	000260048		10/31/2006	2300.00	.00
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	2300.00
u	C	002	01	000260048		11/30/2006	1800.00	80.97
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD	TOTAL	2080.97
C		010	01	000113820		08/30/2006	333.33	66.67
NAME AIRLESS TIRE CO INC					CNTY	BUS CD 013	TOTAL	400.00
C		010	01	000259431				
NAME CAREFREE COFFEE CUP SALES					CNTY	BUS CD 006	TOTAL	.00
TOTAL DEBITS					5080.97			
TOTAL CREDITS					5080.97			
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

The user must make the appropriate changes with a "U" for update and then hit the enter key to reflect the changes that have been made.

RJ331		CREATE/UPDATE JOURNAL VOUCHER				PAGE 2		
04/06/2011		(MULTIPLE ACCOUNT)				JV # 0833921		
						INCOMPLETE 04/06/2011		
						PREPARED BY GMHERTW		
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C		002	01	000260048		10/31/2006	2300.00	.00
NAME	CAREFREE	COFFEE	CUP	SALES	CNTY	BUS CD	TOTAL	2300.00
C		002	01	000260048		11/30/2006	1800.00	80.97
NAME	CAREFREE	COFFEE	CUP	SALES	CNTY	BUS CD	TOTAL	1880.97
C		010	01	000113820		08/30/2006	333.33	66.67
NAME	AIRLESS	TIRE	CO	INC	CNTY	BUS CD 013	TOTAL	400.00
D	C		010	01	000259431			
NAME	CAREFREE	COFFEE	CUP	SALES	CNTY	BUS CD 006	TOTAL	.00
<div style="display: flex; justify-content: space-between;"> TOTAL DEBITS 5080.97 TOTAL CREDITS 5080.97 </div>								
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

In the example above, this entry is not necessary for the journal voucher and therefore should be deleted. The user must enter "D" here.

RJ331		CREATE/UPDATE JOURNAL VOUCHER				PAGE 2		
04/06/2011		(MULTIPLE ACCOUNT)				JV # 0833921		
						INCOMPLETE 04/06/2011		
						PREPARED BY GMHERTW		
D/C	CD	TT	TR	ACCT #	VAL NUM	PERIOD	TAX	PEN/INT/FEES
C		002	01	000260048		10/31/2006	2300.00	.00
NAME	CAREFREE	COFFEE	CUP	SALES	CNTY	BUS CD	TOTAL	2300.00
C		002	01	000260048		11/30/2006	1800.00	80.97
NAME	CAREFREE	COFFEE	CUP	SALES	CNTY	BUS CD	TOTAL	1880.97
C		010	01	000113820		08/30/2006	333.33	66.67
NAME	AIRLESS	TIRE	CO	INC	CNTY	BUS CD 013	TOTAL	400.00
<div style="display: flex; justify-content: space-between;"> TOTAL DEBITS 5080.97 TOTAL CREDITS 5080.97 </div>								
PFK: 2-JV MENU 3-CMTS 7-BWD 8-FWD 9-CONTINUE 11-HELP 13-CANCEL								

Now that all corrections have been made and the totals for the debits and credits are equal, the user may press "F9" twice to complete the journal voucher.

RJV334		MULTIPLE JV SUMMARY				PAGE 1	
04/06/2011						JV # 0833921	
						INCOMPLETE 04/06/2011	
						PREPARED BY GMHERTW	
DR/CR	TT	TR	ACCT #	TAX AMOUNT	PEN/INT/FEES	TOTAL	
D	002	01	000127985	253.06	98.83	351.89	
		NAME AIRLESS TIRE CO INC		COUNTY ROWAN	BUS CODE		
D	002	01	000248524	1,073.28	.00	1,073.28	
		NAME BRILLIANT BALL BEARINGS		COUNTY DAVIESS	BUS CODE		
D	010	01	000252902	3,655.80	.00	3,655.80	
		NAME BRILLIANT BALL BEARINGS		COUNTY DAVIESS	BUS CODE	006	
C	002	01	000260048	4,344.44	336.53	4,680.97	
		NAME CAREFREE COFFEE CUP SALES		COUNTY FAYETTE	BUS CODE		
C	010	01	000113820	333.33	66.67	400.00	
		NAME AIRLESS TIRE CO INC		COUNTY ROWAN	BUS CODE	013	
TOTAL JV AMOUNT:						5,080.97	
PFK: 2-JV MENU 3-APRV/CMTS 4-DR/CR 5-RACCT 7-BWD 8-FWD 11-HELP							

The Multiple JV Summary screen shows the totals of journal-vouchered amounts in all of the accounts involved in this transaction.

Pressing "F3" will enable the user to enter comments to give a short explanation for the journal voucher transaction.

RJV341		JV COMMENTS		JV # 0833921	
04/06/2011		(MULTIPLE ACCOUNT)		INCOMPLETE 04/06/2011	
				PREPARED BY GMHERTW	
ENTER COMMENTS		MOVING MONEY FROM INCORRECT ACCOUNTS PER TAXPAYER'S REQUEST.			
GFIELD5 APR					
SUPV 1 COMMENTS					
APR					
SUPV 2 COMMENTS					
PFK: 2-JV MENU 3-SUMMARY 4-DR/CR 9-CONTINUE 11-HELP					

RJV341
04/06/2011

JV COMMENTS
(MULTIPLE ACCOUNT)

JV # 0833921
PENDING APPROVAL 04/06/2011
PREPARED BY GMHERTW

ENTER COMMENTS MOVING MONEY FROM INCORRECT ACCOUNTS PER TAXPAYER'S REQUEST.

GFIELD5 APR
SUPV 1 COMMENTS

APR
SUPV 2 COMMENTS

*** JV SUBMITTED FOR APPROVAL ***

PFK: 2-JV MENU 3-SUMMARY 4-DR/CR 9-CONTINUE 11-HELP

Pressing "F9" twice will finalize the journal voucher and submit it for supervisor approval.

Once the journal voucher has been submitted for approval, the user may then press "F2" to reach the Journal Voucher Menu and exit the Journal Voucher system.

RJV121
04/06/2011

REVENUE CABINET
JOURNAL VOUCHER MENU

- | | |
|-------------------------------|-----------------------------|
| A. CREATE JV | E. UPDATE PENDING JVS |
| B. CREATE MULTIPLE ACCOUNT JV | F. REQUEST AUDIT TRAIL |
| C. INQUIRY JV | G. TAX RECEIPT ACCOUNT MENU |
| D. APPROVE JV (WORK LIST) | |

CHOOSE A MENU ITEM BY LETTER _

SELECTION CRITERIA (OPTIONAL EXCEPT FOR MENU ITEMS C AND F)

JV NUMBER _____
TAX TYPE ____ ACCOUNT NUMBER _____
PREPARER ID _____ SUPERVISOR ID _____
NAME _____ VALIDATING NUMBER _____
PROCESSING DATE FROM _____ THRU _____

*****_____
*****_____

PFK: 1-REV MENU 11-HELP